

# CCR CARELON HEALTH

## CRISIS PHONE CALL

## INSTRUCTIONS

## QUESTIONNAIRE

You will call the assigned healthcare clinic and present a specific scenario about a person you know who needs mental health services. Your assigned scenario (**MCI Youth**) is detailed below, along with background information to help guide your call. You will evaluate how the agent responds to your scenario and what information they

### Before You Begin

- Review your shop confirmation
- Know your assigned location & scenario
- Review your shop notes section for list of cities/towns for your assigned location
- Review scenario details & background
- Have your assignment number, location phone number, and have a pen/paper available to note your IVR confirmation code
- Know what information to listen for
- Know how to respond to certain questions

### Don't Forget!

- All call attempts must be conducted & verified through CX group's IVR system
- Call during your assigned timeframe—EST
- Present the correct scenario & background
- Allow for a natural conversation with the agent. Do not lead the conversation for them
- Do not forget to verify the hours of operations
- Do not give out your personal information
- Include detailed narrative to describe your call



### General Requirements

- **NEW: Submission Deadline: 9:00 PM EST the same day of your scheduled shop date.** The deadline is noted in eastern standard time. If your completed survey is not submitted to [shopperhub.cxgroup.com](https://shopperhub.cxgroup.com) by the deadline, it will be automatically cancelled.
- Read all instructions and the entire questionnaire before you complete the shop.
- Answer all questions and provide detailed supporting narrative to explain your responses.
- Do not reveal your identity as a mystery shopper UNLESS it is absolutely necessary at the end of the call. This would be rare and the scenarios are built to avoid this happening.
- Do not say or do anything to limit the opportunity for the associate(s) to perform the behaviors the survey is designed to evaluate.
- If a Quality Assurance Editor contacts you for additional information or clarification about your experience, respond promptly.
- Retain all documentation for six months following your shop.
- You or your immediate family members cannot currently nor have ever worked for any health insurance company or health services clinic.
- Failure to follow the specifications for this project as outlined in this document may result in shop cancellation and non-payment.



# Shop Instructions

## Logging Your Call Attempts

For this shop assignment, you must log all your call attempts through our IVR system. Below are instructions to call and log your attempts. Our Quality Assurance team will validate that you called the correct location and the time(s) of your call(s).

**Make sure to have your assignment number, location phone number and information, a pen/paper to note your confirmation code, and the IVR phone number listed below.**

- Call into CX Group's IVR phone system at **866-265-6212** (toll free).
- Once you dial into the IVR system, you will be prompted to enter your assignment number. This can be found on your shop confirmation. Only enter the first series of numbers. For example, if your assignment number is 2089568-3658147, you would enter 2089568.
- After entering your assignment number, the system will ask you to dial the phone number you would like to call. Dial the call center phone number found in your shop confirmation and follow the prompts. Do not dial a "1" before the area code once in the IVR system.
- **If you receive a recording/voicemail, the call is disconnected, or you get a busy signal, hang up and call back later the same day (all call attempts must be recorded through the IVR).**
- If you get an error message from the IVR when calling the 866 phone number, try calling 617-284-5807 instead (this is an alternate phone number for the IVR).
- You will get an IVR confirmation number during your call. Write down the number and enter it in your report. You will NOT be able to submit your survey without this number.
- **There may be brief pauses between each step of the IVR, do not hang up unless you encounter one of the situations noted above.**

## **Step #1: Call the assigned healthcare clinic.**

- Call the assigned healthcare clinic on your assigned shop date.
- You must call during your assigned timeframe, which is listed in eastern standard time (EST). Adjust to EST if you live in a different time zone. Enter times in your survey form in eastern standard time.
- The call may be connected immediately to a person OR a phone tree with options for selection OR it may connect to music or a recorded message with no options to select before being answered by a live agent.
  - If a phone tree is required for your shop, follow the assigned prompt numbers noted in the **NOTE** section on your shop confirmation page instructions to reach the correct agent.
    - **You MUST in your report all the prompts you selected.**
  - If you are connected to music or a recording, stay on the line until someone answers.
  - If you reach a voicemail, do not leave a message and do not make any additional call attempts. Hang up and contact BestMark or your scheduler immediately.
  - **Keep note if the phone was picked up by live person within 6 or less rings.**
- You must ask to be transferred to the assigned location if the phone is answered by an associate who identifies with a different location. Some clinics have multiple locations and share the same phone line. If you are not sure

if you've reached the correct clinic, ask for clarification or ask to be transferred to the assigned clinic location.

- If you are placed on hold, time how long each hold is. You will need to indicate in your survey form how many times you were placed on hold for 30 seconds or longer.
  - If your hold time is 29 seconds or less, it does not count.
  - If you are initially connected to music or a recording, this does not count as being placed on hold. Only count instances where a live person places you on hold for 30 seconds or longer.
  - **If after 10 minutes you are still on hold, hang up the phone. Make a second attempt.**
- If you are transferred (from live person to live person), count how many times you had to repeat your scenario.
  - If you are transferred but do not have to repeat your scenario, it does not count.
  - If you are initially transferred by the system, this does not count. Only count instances where you are transferred after you have provided your scenario, to evaluate how many times you have to repeat your story.
- If you are asked where you live at any time during the call, choose one of the cities listed within the NOTES section of your shop page. You do not need to actually live in any of these cities, but IF asked, you must indicate that you live somewhere in close proximity to the assigned location (i.e., so it would make sense for someone from the assigned clinic to assist you). The highlighted cities are further away but should still apply. Do not prompt or provide this information unless you are asked.

## Step #2: Interact with the healthcare agent.

- Carefully listen to how the agent answers the phone—note exactly what they say in their greeting, including:
  - Did the agent tell you their name?
    - **Be sure document the name of the agent who assisted you AND the CBHC name provided by the agent. If the agent does not proactively provide his/her name during the call, you must ask for it toward the end of the call.**
  - Did the agent identify their location (i.e., the clinic name) AND identify as a CBHC? (They must say “CBHC” specifically, which stands for Community Behavioral Health Center.)
    - The agent must include both parts (clinic name + CBHC) to get credit for this question.
    - For example: “Thank you for calling [clinic name], a CBHC location, how may I help you?”
  - If the agent did NOT identify the clinic name AND say “CBHC,” you will need to indicate in your survey form how the agent introduced the location.
    - **If the agent does NOT confirm the location, you MUST discreetly follow up to confirm you have reached the right location.**

## Present your assigned scenario - MCI Youth

- Parent calling about their 13 yo daughter who has been out of control, angry, and anxious. She is getting into fights at school, and arguing with you constantly at home, kicking walls when angry and throwing things (nothing large, but she broke a lamp when she threw a pillow last week). She has not been suspended from school yet, but you had to pick her up last week after an outburst. She met with a school counselor who told you about this crisis service and that is why you are calling.
- As part of your scenario you must say, "Concerned she may hurt herself or someone else. No history of this type of thing until the past month or 2, don't know what's causing it and you are worried it might get worse." This is the only prompt you should provide to the agent.
- Respond with background information if necessary—do not offer this information, but respond appropriately if the agent asks:
  - Has no therapist or treatment other than being seen when in school.

○ They have the insurance through her father; she will have to get them that later.

- Evaluate how the agent responds to your scenario—do not prompt for these specific timeframes or appointment types, but listen to what information the agent proactively provides:
  - Does the clinic offer walk-in availability today or tomorrow?
  - Do they offer an appointment within 48 hours?
  - Do they offer an appointment within 72 hours?
  - Do they offer an appointment within 14 days?
  - Did they recommend going to the emergency department?
  - Did the agent offer to put you on a waiting list for an appointment?
- Listen for the agent to mention the three types of visit options: mobile crisis, walk-in crisis, and telehealth crisis care. Do not prompt for these options but see which ones the agent offers.
  - When filling out your survey, make sure your response options align/make sense across the various similar questions regarding appointment types and availability.
- Your assigned scenario is considered a “crisis” scenario.
- Note if the agent states that they need the patient’s consent specifically for crisis services (it counts if the agent says they need your consent as part of their response to your scenario).
  - For example, document if you are told that you OR the person you are calling about needs to provide consent in order to be seen.
- Avoid providing personal information if asked by the agent. Simply indicate you are just calling to assistance, based on your scenario.
- If the agent does not proactively mention whether or not insurance is needed for crisis services, directly ask if insurance is needed in order for your daughter to be seen.

### Step #3: Conclude the call.

- To wrap up the phone call, thank the agent for letting you know about the options / providing the information, and say you will discuss it with your ex (your daughter's other parent) tonight.
- Ask for the agent’s name towards the end of the call, if they did not state their name in the greeting. Indicate in your survey narrative that their name was not proactively stated and you had to ask for it.
- Do not provide your personal details to the agent at any time. If the agent tells you someone will need to call you back, do not give your personal details and close the call.
- **Confirm the hours of operations. If not provided, be sure to ask towards the end of your call.**
  - **You MUST document the hours of operations.**
- IF the agent still seems concerned at this point, then tell them you are part of a mystery shopper program for quality assurance. You should only reveal yourself if it is absolutely necessary to avoid further concern or action, such as if the agent indicates they need to call 911. Do not reveal yourself if you do not need to.
  - **Please note that "emergency services" are NOT the same as emergency department.**

### Thorough narratives are required throughout each section of your survey.

- Use the narrative boxes within the survey to describe everything that happened on your call, including:
  - Wait times, if you are put on hold, if you are told to speak to another agent, etc.
  - The full details of your experience with the agent who dealt with your inquiry/scenario.
  - Justification for all of the scores you selected for each section of the survey.

**Location** 123 Main Street  
N/A, NY 12345

**Shop Details** Shop Date \_\_\_\_\_ Shop Day \_\_\_\_\_  
Start Time \_\_\_\_\_ End Time \_\_\_\_\_  
Dispatch ID 5702671 Shop Type CCRG173

**Phone Call Evaluation**

Please detail the exact scenario you presented during this call:

Date of your call:

Time of your call:

*Please be sure document the prompts you selected in order to get to a live agent.*

Was the phone picked up by a live person in 6 or less rings? 0 / 10

6 or less rings before connecting with a live person  
 7-11 rings before connecting with a live person  
 12+ rings before connecting with a live person  
 No answer

How many times were you put on hold for longer than 30 seconds? 0 / 3

I was not or only put on hold 1 time for longer than 30 seconds  
 2 or more times  
 N/A

How many times were you transferred and had to repeat the scenario/story? 0 / 3

I was not transferred or only transferred 1 time and/or had to repeat the story  
 2 or more times  
 N/A

Explain the responses you provided above, including the prompts selected to get to an agent:

Did you reach a live person who could provide you with the needed information? 0 / 15

Yes  No

Were you told to call another number? 0 / 5

Yes  No  N/A

At any point, did an associate state they have to/need to call you back? 0 / 10

Yes  No  N/A

Were you transferred to voicemail? 0 / 5

Yes  No  N/A

Explain the responses you provided above, including If you were told to call a number, what was the number given and reason you were told to call:

*Please be sure document the name of the agent who assisted you AND the CBHC name provided by the agent.*

Did the agent tell you their name? 0 / 3

Yes  No  N/A

Did the agent identify their location (clinic name) and identify their organization as a "CBHC"? 0 / 3

Yes  No  N/A

If not as their CBHC name, please detail how they titled their agency:

Explain the responses you provided above, including the name of the agent who assisted you AND the CBHC name provided:

Did the agent state they required consent specifically for crisis services, not other services? 0 / 12

Yes  No  N/A

Please indicate which options were offered/available: 0 / 10

Mobile crisis  
 Walk in crisis  
 Telehealth crisis care  
 N/A  
 None of the above

Did the agent inform you that you would be put on a waiting list for your appointment?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	0 / 5
<b><i>Please note that "emergency services" is NOT the same as emergency department .</i></b>		
Did the agent recommend going to the emergency department or to call 911?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	0 / 15
Did the agent say insurance was REQUIRED for services?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	0 / 5
What were the hours of operation provided? (ask if not provided)	<input type="radio"/> 24/7 <input type="radio"/> Anything other than 24/7 <input type="radio"/> N/A	0 / 5
Explain the responses you provided above, including what was mentioned for about consent, options offered, and hours of operation provided:		